



# Delaware Air National Guard

## ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT

<b>Position Title:</b> Recruiting and Retention Manager	<b>Position Number:</b> 02-AF-15	<b>Open Date:</b> 4 December 2015	<b>Close Date:</b> 3 January 2016
<b>Required AFSC:</b> 8R200	<b>UMD Positon Number:</b> 0707536	<b>Minimum Grade:</b> Tsgt (E6) <b>Maximum Grade:</b> MSgt (E7)	
<b>HRO Point of Contact</b>		<b>Duty Location</b>	
<b>SSG Roberta Clayton</b> Email: <a href="mailto:roberta.p.clayton.mil@mail.mil">roberta.p.clayton.mil@mail.mil</a> Telephone# : (302) 326-7806		Delaware Air National Guard 2600 Spruance Drive New Castle, Delaware 19720	

### ZONE OF CONSIDERATION

- Zone 1 On-Board Delaware National Guard Active Guard Reserve (AGR)  
Zone 2 Delaware National Guard Members

**X Zone 3 Nationwide - Members eligible for membership in the Delaware National Guard**

### DUTIES AND RESPONSIBILITIES

As a manager of the Strength Management Team (SMT), responsible for supervision, administration and management of Recruiting and Retention (R&R) programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU. Military supervision of the RRM will be with the Recruiting and Retention Superintendent (RRS) or Wing Commander/GSU Commander or other office as designated by The Adjutant General (TAG). **Additional details concerning the duties and responsibilities can be found within the attached Position Description.**

### MINIMUM QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
2. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
3. Must meet any Special Requirements as outlined in the AFECD.
4. Failure to maintain the appropriate security clearance level will result in removal from the AGR program.
5. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
6. You must be in a military status to apply for an AGR position.
7. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
8. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
9. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
10. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or Air National Guard.
11. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
12. IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.
13. Must have a minimum of 2 years' experience as an 8RX00
14. Must be a promotable Technical Sergeant (E6) or Master Sergeant (E7).

### SPECIAL REQUIREMENTS

1. No history of emotional instability, personality disorder, or other unresolved mental health problems. 2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. 3. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations. 4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



# Delaware Air National Guard

## APPLICATION REQUIREMENTS

**Submit applications to the following:** Delaware National Guard  
Joint Force Headquarters  
ATTN: HRO-AGR Branch  
250 Airport Road  
New Castle, DE 19720

**Applications must be received before the Close of Business (COB) on the closing date to be processed. Packets will only be considered if the minimum documents are included.**

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position.
2. Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (VMPF) or the Force Support Squadron (FSS). Must show ASVAB Test Scores and awarded AFSC(s).
3. **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants MUST submit either one of these forms. Must show PULHES.
4. **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
5. **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
6. **Performance Reports**- Applicants must include last 5 received EPRs/OPRs to include current. Any packets not containing the last 5 received EPRs/OPRs must include IAW AFI36-2406 para. 1.2.2.2 the following forms to justify all absences/overlaps or gaps. AF Form 77(LOE)/AF Form 475(TR) whichever is applicable to your situation. A Memorandum for Record (MFR) must be submitted if you do not have the listed AF Forms. All gaps/absences/overlaps must be explained.
7. **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
8. **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.
9. DO assemble ALL above required documents in a single neat stack, with single sided white paper and bind together with a binder clip.
10. **DENG Point of Contact Form**
11. DO NOT forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents; or double sided images.
12. Packets will only be accepted via email from Airmen deployed OCONUS.
13. Packets will only be considered if you submit the minimum required documentation. Applications WILL NOT be returned.

Note: Blank forms can be located on the AGR SharePoint site. [Active Guard Reserve \(AGR\) Branch - Application Forms](#) or the Delaware National Guard Website <http://www.delawarenationalguard.com/join/full-time/>.

**Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a Probationary Period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

**Appointment:** The publication of AGR orders by HRO will be the official appointment into the Delaware Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

In accordance with 29 CFR Part 1614, The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.

## POSITION DESCRIPTION

### ORGANIZATION LOCATION:

Each Air National Guard (ANG)  
State/Territory/Wing/GSU Strength Management Office (SMO)  
authorized by NGB/A1Y

### POSITION TITLE:

Recruiting and Retention  
Manager (RRM)  
SDI 8R200

Prepared by: NGB/A1Y 1 October 2015

**SPECIALTY SUMMARY:** As a manager of the Strength Management Team (SMT), responsible for supervision, administration and management of Recruiting and Retention (R&R) programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU. Military supervision of the RRM will be with the Recruiting and Retention Superintendent (RRS) or Wing Commander/GSU Commander or other office as designated by The Adjutant General (TAG).

### DUTIES AND RESPONSIBILITIES:

1. Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives.
2. Supervise all GSU and wing Production Recruiter and Retainers (PRRs). Inform the RRS of all personnel issues.
3. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RRS regarding status of training.
4. Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs.
5. Assist the RRS in establishing local R&R goals and production standards based on state/territory/wing/GSU strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance.
6. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs.
7. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds, as determined by the RRS. May be responsible for overall management of GSU and wing advertising accounts, as determined by the RRS. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance.
8. Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding applications, Air Force Recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS.
9. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center.
10. Provide R&R statistics and analysis to the Wing/GSU Commander, on a monthly basis at a minimum, in coordination with the RRS.
11. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS.
12. Ensure R&R efforts are IAW NGB FY initiatives.
13. Manage and coordinate Center of Influence (COI) events IAW NGB guidance.

14. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance.
15. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new members.
16. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate.
17. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance.
18. Will not perform additional duties IAW ANGI 36-101.

### **SPECIALITY QUALIFICATIONS**

1. Minimum two years' experience in SDI 8R000.
2. Must possess an overall knowledge of the ANG R&R Program.
3. Must possess knowledge, skill and proficiency in time management and sales techniques.
4. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
5. Must be a promotable Technical Sergeant (E6) or Master Sergeant (E7).
6. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
7. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECDD.
8. Must be willing to work long and irregular hours, become involved in military and civic activities, and manage R&R programs that can withstand intense public scrutiny.
9. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
10. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS).

### **ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

11. No history of emotional instability, personality disorder, or other unresolved mental health problems.
12. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
13. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
14. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.